

Build Work Management Skills via LOC Learn

Build Core Competencies via LOC Learn is a series of development tools that map virtual learning resources to the Library's core competencies. This week's competency is "Work Management." We encourage you to take this opportunity to refresh your skills and abilities and share them with a friend or coworker. Select a learning resource below:

Online Learning Resource	Resource Type, Duration	Speaker	What you will learn:
Productivity Tip: Time Chunking	Video, 2 minutes	Nicole Lipkin	When your current approach to scheduling keeps you from getting your work done, the practice of time chunking increases your productivity.
Make the Time You Need: Get Organized	Course, 28 minutes	N/A	If you want to manage your schedule and make your time count, you have to be organized. But to stay organized, you need to check your progress. This means developing schedule management skills. The stress and potential for mistakes grows when you don't spend time organizing your time. In this course, you'll discover how schedule management can help you regain control of your time. You'll learn how to leverage your personality to boost your productivity and explore techniques for dealing with time stealers. And you'll learn how to create practical to-do lists and keep them relevant and realistic.
The Five Stages of Gaining Control	Video, 5 minutes	Steve Allen	David Allen, author of <i>Getting Things Done</i> shares the five steps to getting things under control.
Organize your Physical and Digital Workspace	Course, 27 minutes	N/A	Organizing your physical and digital workspaces is a great way to be more productive. When you declutter your workspace, you can improve many aspects of your work day, including your ability to concentrate, achieve targets, and become more efficient. This course will help you increase your productivity by showing you how to organize and maintain both your physical and digital workspaces. You'll learn the rewards of organizing your workspace and find out what a productive workspace looks like. You'll learn how to use your organization skills to manage your digital workspace. And finally, you'll find out how to make your new clutter-free life last by making organization a habit.
Time Management: The Six Box List	Video, 3 minutes	Peter Bregman	A six box to-do list can help you be much more productive on your main goals.